

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 43

November 10, 2008

**SUBJECT: USE OF REFLECTIVE SAFETY VESTS FOR SWORN PERSONNEL
 AND CIVILIAN PERSONNEL ASSISTING IN FIELD OPERATIONS
 - ESTABLISHED**

PURPOSE: This Order establishes Department procedures for the use and issuance of reflective safety vests. Recent Federal regulation has mandated the use of a highly visible outer garment by law enforcement agencies. The Department is issuing reflective safety vests to employees in order to comply with Federal law.

PROCEDURE: The Department is equipping employees and volunteers with reflective safety vests and requires the use of these vests when Department employees or volunteers are working in the roadway and involved in any of the following activities:

- * Directing traffic/lane closures;
- * Investigating traffic collisions;
- * Clearing roadway obstructions; or,
- * Handling a disaster scene.

Note: Employees shall wear reflective safety vests while working in the roadway. However, a vest is not required when an officer conducts a traffic stop.

I. GENERAL INFORMATION.

A. REQUIREMENT TO WEAR A REFLECTIVE SAFETY VEST.

Federal legislation requires construction crews, public safety personnel, law enforcement personnel, and others to wear outer garments, which are highly reflective, when working in or on all roadways when such roadways are considered Federally Aided. However, to decrease the risk of injury, the use of these vests applies to any and all roadways.

B. DISTRIBUTION. Department-approved, reflective safety vests will be issued to patrol, traffic enforcement, and collision investigation officers. Additional vests will be available for distribution to Department personnel, as needed.

C. **TACTICS.** Federal regulations do not intend, nor does the Department require Department personnel to alter sound tactics by the deployment of a vest during exigent or unplanned incidents. Officer safety is not to be compromised for regulations that are designed and intended to minimize traffic-related injuries involving those who must perform their work in the roadway.

Note: Volunteers, explorers, and reserve officers are required to comply with this Order.

II. **SUPPLY DIVISION'S RESPONSIBILITIES.** Supply Division shall be responsible for the following:

- * Receive and package vests for distribution to individual divisions; and,
- * Deliver packaged vests to Area/division training coordinators.

III. **EMPLOYEE'S RESPONSIBILITIES.** Employees receiving a reflective safety vest shall care for and maintain it in the same manner as other City-issued equipment. Additionally, employees shall:

- * Retain access to their vest for on-duty use;
- * Maintain the condition and appearance of vest;
- * Sign the Acknowledgement of Reflective Safety Vest Receipt (attached); and,
- * Return the signed receipt to the divisional training coordinator.

Note: Reserve officers, volunteers, and explorers will not be assigned a vest but shall check out a vest from the kit room when assigned to field duties.

IV. **TRAINING COORDINATOR'S RESPONSIBILITIES.** The Area/division training coordinator is responsible to distribute the following to each employee:

- * A printed copy of this Order and the Acknowledgement of Reflective Safety Vest Receipt; and,
- * A reflective safety vest.

Additionally, the training coordinator shall collect the signed Acknowledgement of Reflective Safety Vest Receipts and forward them to the commanding officer's office for filing in the respective officer's divisional personnel package.

V. **SUPERVISOR'S RESPONSIBILITIES.** Supervisors shall be responsible for the following:

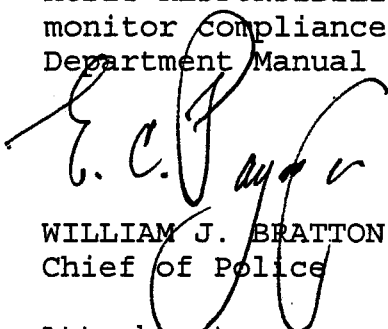
- * Ensure employees carry vests in a readily accessible manner;
- * Check out an additional vest when conducting a ride-a-long; and,
- * Ensure that all Explorers, volunteers, reserve officers, and non-sworn Department personnel use a reflective safety vest when engaged in activities requiring them to be in the roadway.

VI. **COMMANDING OFFICER'S RESPONSIBILITIES.** Commanding officers shall ensure the following:

- * Employees are aware of Department requirements regarding the use of reflective safety vests; and
- * Maintain a signed Acknowledgement of Reflective Safety Vest Receipt in each employee's divisional personnel package.

AMENDMENTS: This Order amends Sections 3/376.10, 3/376.15, and 3/630.10 of the Department Manual.

AUDIT RESPONSIBILITY: The Director, Office of Operations, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIAM J. BRATTON
Chief of Police

Attachment

DISTRIBUTION "D"

ACKNOWLEDGEMENT OF REFLECTIVE SAFETY VEST RECEIPT

I acknowledge receipt of a reflective safety vest and understand the Department requirement that I wear this vest in all of the following circumstances where my duties require me to enter the roadway while:

- * Directing traffic/lane closures;
- * Investigating traffic collisions;
- * Clearing roadway obstructions; or,
- * Handling a disaster scene.

Employee's Signature	Serial Number	Date
----------------------	---------------	------

Issuing Supervisor's Signature	Serial Number	Date
--------------------------------	---------------	------

NOTE: This receipt shall be filed in the Division Employee Folder.